

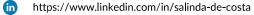
Salinda De Costa

ABOUT

An ambitious, energetic and hardworking individual, simultaneously a keen learner, with a sound academic background and leadership qualities which are demonstrated with my previous work in The Finance Company PLC ,Delmege Forsyth & Co. Ltd, and Citizen Development Business Finance PLC, currently employed at National Development Bank,Sri Lanka. Possess expertise in the fields of Management Accounting, Financial Accounting and analytics.

CONTACT

- +971 554 629 259
- salindadilshan95@gmail.com
- Al faraha bldg, Flat 53,
 - Al rigga, Deira, Dubai, United Arab Emirates.



SKILL

- Innovative
- Good team leader member Result oriented
- Work Dedicated
- Research and Strategy
- Strong work ethics
- Reliable and Responsible

PERSONALS

Date of Birth : 21st March 1995

Marital status: Married
Nationality: Sri Lankan
Passport No: N7797775
Visa Status: Work Visa

LANGUAGES

- English
- Sinha**l**a

Educational Qualifications

- Completed Physical fitness trainer national vocational qualification (NVQ LEVEL 4) in Sri Lanka Institute of Fitness and Nutrition. (2019 December – 2022 December)
- Intermediate in Applied Banking and Finance in Institute of Bankers of Sri Lanka, Colombo. (2016)
 December -2017 Dec)

REFERENCES

Mr. Sanjiva Peiris

Regional Operation Manager,

NDB Bank.

sanjiva.peiris@ndbank.com

+94773457441

Professional Experience

ABD Ulwahed Bin Shabib Investment Group LLC | Operations Coordinator (2023 Oct - Present)

Key responsibilities:

- Coordinating Sales Staff to achieve the business Targets.
- Handling Purchase Orders.
- Stock Maintenance.
- Making Sales/Discount Reports.
- Day-to-day operations.
- HR Related things.

National Development Bank PLC (NDB) | Senior Banking Associate (December 2019 – Present)

Key responsibilities:

- Check accuracy and completeness of all client requests relating to cash,cheques and other over the counter services.
- Ensure effecting transactions pertaining to all customer requests in to the system timely and accurately as per policy.
- Ensure cash balances are recoded based on deposits everyday as per policy.
- Maintain cash in respective tills based on the limits.
- Ensure all registers are completed/adhered to/maintained as per the policy.
- Maintain zero tolerance with respect to adherence to all internal audit, external audit and regulatory compliance, as applicable.
- Preparation of reconciliation reports and other related reports on a timely basis.

Citizen Development Business Finance PLC | Operations Assistant

(2016 November -2019 Nov)

Key responsibilities:

- Acting as second in command to the manager and taking care of all duties in their absence
- Assisting the manager with operational issues.
- Providing excellent customer service and maintaining relationships.
 Processing and preparing financial statements.
- Reviewing and performing audits on financial statements and reports.

Delmege Forsyth & Co. Ltd | Cashier

(2016 June -2016 October)

Key responsibilities:

- Registers sales on a cash register by scanning items, itemizing and totaling customer's purchases.
- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Balances cash drawer by counting cash at beginning and end of work shift.

The Finance Company PLC | Customer Service Officer Cum Cashier (2015 May - 2016 May)

Key responsibilities:

- Processing deposits and withdrawals and introducing new members to the finance platform software.
- Performing regulator account maintenance.
- Opening and closing accounts as required for members and dealing with customers inquires

Cinnamon Lakeside Hotel Colombo | Receptionist (2014 October -2015 March)

Key responsibilities:

- Answering incoming telephone calls from prospective and existing quests.
- Assisting guests with hotel reservations.
- Processing credit card transactions for lodging, room service and other hotel costs.
- Assisting with guest requests and complaints.
- Transferring phone calls to guest rooms.
- Maintaining accurate records of guest charges (room service, payper-view, spa services, etc.)